

Hoo St Werburgh and Chattenden Parish Council

Annual Community Award Policy



Introduction

Hoo St Werburgh and Chattenden Parish Council recognises the dedication and commitment of local organisations and people who have demonstrated outstanding service to the local community and made a significant difference to ensure the parish is a great place to live, work, visit and enjoy.

The Community Award scheme recognises outstanding contributions to the community.

Nominations

Awards are divided into two categories. Individuals and Groups and Organisations.

Individuals Awards

Residents are invited to nominate candidates for the individual awards. The nominees will be considered by the Parish Council who will consider the nominees and agree the awards.

Nominations must be made using the 'Community Award Nomination Form', available from the Parish Council either via the website or council office.

Groups and Organisations Awards.

The Awards Committee will collate nominations for the Groups and Organisations category.

Eligibility

To be eligible for an award nomination;

- The nominee must live, work or volunteer in the Parish of Hoo St Werburgh or Chattenden.
- Nominees must have made a significant difference, offered outstanding service or gone above and beyond to help the Parish or residents.
- Nominations must be made by someone who lives, works or volunteers the Parish of Hoo St Werburgh or Chattenden.
- Existing Councillors and Parish Council Staff are not eligible.

Categories

Awards must be made for one of the following categories:

Individuals;

- Community Champion of the Year
- Young Person of the Year (aged 18 years old and under)
- Unsung Hero of the Year

Groups and Organisations;

- Volunteer Group of the Year
- Environmental Group of the Year
- Business of the Year
- Sports Club of the Year
- Youth Organisation of the Year

Decision Making

The Parish Council will consider the nominations and agree the winners of each category.

Awards

The award is a framed certificate that will be awarded each year and may be kept by the winner.

Awards will be presented at the Annual Parish Meeting held each May.

Community Awards Nomination Form

This form should be completed and sent to the Clerk of the Parish Council.

Please indicate which categories you are nominating for (tick all that apply)	
<input type="checkbox"/>	Community Champion of the Year
<input type="checkbox"/>	Young Person of the Year (aged 18 years old and under)
<input type="checkbox"/>	Unsung Hero of the Year

Details of person/organisation making the nomination	Details of person/organisation being nominated
Name	Name
Telephone number	Telephone number
Email address	Email address
Postal address	Postal address

Please give reasons for your nomination (use a separate sheet of paper if necessary)

☐ I hereby certify that to the best of my knowledge and belief that the above information is correct.

Signed

Date _____

Please return to the Parish Clerk, 4 Birkhall Close, Walderslade, Chatham, Kent, ME57QD or by email to clerk@hoopc.org

For information on how Hoo St Werburgh and Chattenden Parish Council uses your personal data, including your rights as a data subject, see our privacy policy available at <http://www.hoosaintwerburgh-pc.gov.uk> or from the Parish Clerk. Your personal information will not be used for anything other than in relation to the Community Awards.